

THE GOVERNING BODY OF A ROBERTTOWN CE (VC) JUNIOR AND INFANT SCHOOL

Minutes of a meeting of the Governing Body of Roberttown CE (VC) Junior and Infant School held at 6.30 pm remotely via Teams on Thursday, 8 July 2021.

PRESENT

Mrs M Hoole (Chair), Mrs E Bolt, Ms A Bunch, Mrs C Cockerill, Mrs S Goodall, Mrs J S Laycock-Smith, Mr J Pickles, Mrs C Scott, Reverend S Wallace-Jones, Mrs H Wells, Mrs L Wood.

In Attendance

Mrs A Walker (Minute Clerk)
Mr Mark Colley (KLP – part)

Reverend Wallace-Jones opened the meeting with a prayer.

Item	Minutes	Action
98. APOLOGIES FOR ABSENCE, CONSENT AND DECLARATIONS OF INTEREST	There were no apologies for absence. There were no declarations of interest, and the meeting was quorate. ACTION: Governors to complete the online annual Business Interests form for 2021/22.	ALL
99. NOTIFICATION OF ITEMS TO BE BROUGHT UP UNDER ANY OTHER BUSINESS	There were no items notified to be brought up under Any Other Business.	

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<p>100. OFSTED BRIEFING FROM KLP (Minute 91 refers)</p>	<p>Mark Colley, LA KLP for the school, was present at the meeting to provide governors with an oversight of the OFSTED framework.</p> <p>Mr Colley questioned governors on their understanding of OFSTED in relation to their role as governors.</p> <p>As background, governors were informed that Roberttown school was last inspected in May 2013 and was classified as an Outstanding school. At that time Outstanding schools became exempt from inspections until 2019 when all schools were put back into the OFSTED schedule.</p> <p>OFSTED now intend to carry out an inspection of every Outstanding school by 2026.</p> <p>Mr Colley explained the types of OFSTED inspection to governors and informed them that Roberttown would be inspected under a Section 5 full inspection. This type of inspection looks at quality of education, Teaching and Learning, achievement, curriculum intent/implementation and impact, behaviour, attendance, leadership and management, and Early Years.</p> <p>OFSTED will start to carry out inspections from autumn 2021.</p> <p>OFSTED would talk to leaders with regards to the impact of Covid and how this has been managed including the adaptation of the curriculum. They would carry out 'deep dives' of subject areas and would likely look at Reading as one of these areas.</p> <p>There has been no external data for the last 2 years and as such OFSTED will only look at data from 2019. They will make judgements based on the current position including progress evidenced in books. As all schools taught differently during COVID there will be no firm guidance for Inspectors.</p>	

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	<p>The Head Teacher discussed how parents would react to an OFSTED inspection given that the school has been Outstanding for several years. The Head Teacher acknowledged that the school is a different school to what it was at the last inspection in terms of demographic, FSM, SEN, more vulnerable families requiring more support, and more social and emotional support needed for children.</p> <p>Mr Colley informed governors that a large part of the inspection will include talking with children in lessons. They will also question parents and staff. Safeguarding will include a Covid element. The impact of Covid on SEN/Pupil premium children will be reported on including how these different groups were prioritised during lockdown. The Covid catch up funding will be considered, and governors should have a good understanding of how this has been used and the impact it has had in school.</p> <p>Governors were advised to ensure that they are challenging the leadership team and that their challenges are being recorded in the minutes. Governors should be involved in decisions, have an input into curriculum intent, understand the gaps and how different groups of children are affected, they should understand the strategy being used to narrow the gaps.</p> <p>ACTION: Mr Pickles to arrange a governor visit in the Autumn term.</p> <p>ACTION: Mark Colley to send out new inspection framework to Head Teacher.</p> <p>Q: Would governors ever have a practice inspection? A: Yes – some schools do a ‘Mocksted’ and the KLP could help with this.</p> <p>Q: Do governors provide enough challenge? A: No – You need to come with more questions. Governors could look back at the Terms of Reference and agendas.</p>	<p>Mr Pickles</p> <p>LA</p>

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	<p>ACTION: Head Teacher to contact Spen Valley Head Teacher for OFSTED prompt sheet for governors.</p> <p>Mr Colley informed governors that OFSTED would likely ask about the SDP including how it was adapted during the pandemic.</p> <p>Q: When is an inspection likely? A: Before 2026 – the order will be based on risk assessments looking at attendance, parental complaints, attainment.</p> <p>Governors had a general discussion and agreed that the school had progressed and was a better school than at the last inspection, however OFSTED expectations for an Outstanding school had moved quicker.</p> <p>Mr Colley was thanked for his presentation and his support for the school.</p>	Head Teacher
101. MINUTES OF THE MEETING HELD ON 17 MAY 2021	RESOLVED: That the minutes of the meeting held on 17 May 2021 be approved and agreed by the Governors as a correct record.	
102. MATTERS ARISING	<p>(a) <u>Minute 87 refers – COVID update</u></p> <p>Governors were informed that from September staggered start times would no longer be in place and normal school hours would resume.</p> <p>(b) <u>Minute 88 refers - Attendance</u></p> <p>Governors were informed that the Head Teacher has seen an increase in requests for term time holidays. Whilst the governors acknowledge that this has been an exceptional year, they continue to adhere to the attendance policy.</p>	

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103. INSTRUMENT OF GOVERNMENT	<p>Governors had been provided with an updated copy of the Instrument of Government prior to the meeting.</p> <p>The Chair provided governors with a verbal summary of the constitution and different governor roles.</p> <p>RESOLVED: That governors agree the new Instrument of Government and note that it was effective from 15 May 2021.</p>	
104. REPORTS FROM COMMITTEES	<p>a) <u>Resources Committee</u></p> <p>The Resources committee had met on 22 June and draft minutes had been sent to governors prior to the meeting.</p> <p>The Chair of the committee provided governors with the following brief verbal summary of the highlights of the meeting:</p> <ul style="list-style-type: none"> • The SBM had provided the committee with a financial update. • Sports Premium had been confirmed for the next academic year. • The cladding project had been given the 'go-ahead'. • The boiler project had been delayed and governors had written a letter to the LA to request that the heaters be replaced at the same time as the boiler. The letter was now with the Head Teacher for approval. • The Head Teacher had provided a Health and Safety report that had addressed fire safety, food allergy and EpiPen training. • The bungalow refurbishment was currently on hold and will be revisited in Autumn when new quotes will be requested. • The Invacuation policy had been approved. • Accessibility was being reviewed. • The suggestion to install a defibrillator was now being progressed. • Staffing absence was discussed, and this will be reported on further. 	

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	<p>b) <u>Standards and Effectiveness Committee</u></p> <p>This committee would be reported on at the next meeting.</p>	
<p>105. HEAD TEACHER'S REPORT AND GOVERNORS' QUESTIONS</p>	<p>Governors had been provided with a copy of the Head Teacher's report prior to the meeting.</p> <p>The following matters were discussed in more detail:</p> <ul style="list-style-type: none"> • Staffing has been a challenge in recent weeks with 2 key staff members self-isolating. There have been several absences at before and after school club which proved challenging to cover and a supply teacher brought in to cover Year 5 absence is now also absent through illness. This situation is far from ideal and does not provide the continuity that school would want. • A 'Pink it up day' was held in school to raise funds for Candlelighters and governors were informed that despite the pressure in school this was a very positive, joyous event enjoyed by the whole school. • In terms of the school improvement plan, progress has been seen in Reading with a gradual improvement in the regularity of children reading at home. Reading areas have been developed to ensure promotion of a love of reading. Staff have received LA training for Reading. Writing is the area that will require the most focus although writing across school showed good coverage of genres, appropriate pitch, opportunities to write at length and an improvement in presentation: stamina still needs time to improve. There is now weekly involvement with the local church which has led to a resurgence of the family feeling which is highly valued in school. Mrs Graves is in the process of updating the spiritual journey plan, RE units and LTP. Pupil Voice continues to be heard through CARE group and the weekly CW evaluations. Investors in Pupils ambassadors have been recruited for the 1st time since the beginning of the pandemic and they will be helping to induct the new reception children into school in September through a welcome video. Mrs Baker continues to be very busy with SEN 	

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	<p>paperwork and ensuring there is a clear understanding of SEN needs from September.</p> <ul style="list-style-type: none"> • There are currently 2 appeals scheduled to take place. • A pre contract meeting will be held before the end of term to ensure the painting project can be completed during the holidays. <p>Q: In the safeguarding report why have we seen a reduction in contextual incidents? A: These figures go back to summer 2020 when children were not in school which appears to have resulted in a reduction in reported online incidents.</p> <p>Q: Does Operation Encompass work well? A: We get very few referrals through this system but they are reported at the beginning of the school day which means that we can act promptly on them.</p> <p>The Head Teacher was thanked for her report.</p>	
106. SAFEGUARDING	This agenda item was covered in the Head Teacher's report.	
107. FINANCIAL MANAGEMENT AND MONITORING/BUDGET REPORT	<p>Governors had been provided with a copy of the financial report from the Resources committee meeting.</p> <p>Governors were informed that an audit visit will be completed remotely before the end of term and a report will be sent to governors once it has been received.</p>	
108.GOVERNING BODY SELF EVALUATION - NEXT STEPS	ACTION: Governors to meet on 21 September for self-evaluation and Head Teacher to contact new KLP early September.	ALL

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109. GOVERNOR TRAINING	<p>Mrs Goodall had completed an assessment of governor training and informed governors that compliance training was up to date and most other areas were on track. The areas where further training could be appropriate were People, Team building and Evaluation.</p> <p>Mrs Bolt confirmed that she was currently completing Safer Recruitment Training.</p>	
110. GOVERNOR VISITS	<p>Ms Bunch informed governors that she had visited school on 15 June and would submit her full report before the next meeting.</p> <p>Helen Wells would be completing an Equality Visit on 14 July.</p> <p>Mrs Hoole would be completing a Safeguarding visit on 16 July and checking the Single Central Record.</p>	
111. SPENBOROUGH CO-OPERATIVE TRUST	<p>Governors were informed that following information from the Diocese it is likely that Academisation will be back on the agenda for discussion in the next academic year.</p> <p>The Head Teacher informed governors that they would be exploring potential support for Middle leaders through the Red Kite Teaching Alliance. Trust heads were to meet with the Alliance to discuss potential support.</p>	
112. ANY OTHER BUSINESS	<p>There were no items brought up under Any Other Business.</p>	
113. DATES OF NEXT MEETINGS AND POSSIBLE AGENDA ITEMS.	<p>RESOLVED: That the next meetings of the Governing Body be held at 6.30pm at the School/remotely on:</p> <p>Governing Body:</p> <p>Tuesday 21 September 2021 (Self-Evaluation meeting)</p>	

Item	Minutes	Action
	<p>Thursday 7 October 2021 Wednesday 1 December Monday 7 February Thursday 31 March Monday 16 May Wednesday 6 July</p> <p>Committees:</p> <p>Standards Committee 6pm Thursday 14 October Resources Committee 6pm Tuesday 16 November Standards Committee 6pm Tuesday 25 January Resources Committee 6pm Monday 14 March Resources Committee 6pm Tuesday 28 June Standards Committee 7.30pm Tuesday 28 June</p>	
<p>114. AGENDA, MINUTES AND RELATED PAPERS – SCHOOL COPY</p>	<p>RESOLVED: That no part of these minutes, agenda or related papers be excluded from the copy to be made available at the School, in accordance with the Freedom of Information Act.</p>	

Governors thanked Mark Colley for his support as KLP.